



PURCHASE ORDER

PO Number: 303-2-0137

Requisition Number: 303-2-00315

Order Date: 9/16/2021

Released

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accountspayable@tfc.state.tx.us

IF INVOICE IS MAILED, DELAYS MAY OCCUR.

TEXAS FACILITIES COMMISSION

FISCAL MANAGEMENT / ACCOUNTS PAYABLE

P.O. BOX 13047 Austin, Texas 78711-3047

Delivery Location

Parking Garage R, Warehouse

1706 San Jacinto Blvd.

Attn: Kyle Moreland

Austin, TX 78701

Show numbers on all papers and packages

Referenced Source or Vendor

15926639541

Office Depot, Inc

9501 Amberglen Blvd., Suite 200

Austin, TX 78729

Leslie Garza

Phone: 512-765-7536, Fax:

Leslie.garza@officedepot.com

20 Boxes of Red Partition Folders: 8 1/2in x 11in, 2 Divider, 2 Partition

TXSmartBuy PO: 22001322

Contract Details: #TXMAS-20-7501

Description

TFC Contact:

Kyle Moreland

512-463-8551

Line Items

Description

Smead End-Tab Classification Folders, 8 1/2in x 11in, 2 Divider, 2
Partition, 50% Recycled, Bright Red, Pack Of 10

TXSmartBuy PO: 22001322

Contract Details: #TXMAS-20-7501

Qty	Unit	Unit Price	Start Date	End Date	Total
20	Each	\$40.10	9/16/2021	12/17/2021	\$802.00

NIGP Class: 615

NIGP Item: 45

Object Class: 300

Reimbursement Type: Not Reimbursable

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512)463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

Agency	TFC
Fiscal Year	2022
Division	Legal
Program	Records Management
Phone	5124638551
Org Code	0216 - Office Supply Allocations
Type of Purchase/PCC Code	'X' Purchases of commodities/services made from SPD TxMAS contracts
Work Order Number	na

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

Invoicing Standards

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.

TEXAS FACILITIES COMMISSION INTERNAL PURCHASING

PURCHASER: _____

Jordan, Michelle - CTCD,

(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[\(Show Terms And Conditions...\)](#)